

VACANCY NOTICE #2002-12
DIRECTOR, HUMAN RESOURCES

CLERK'S OFFICE
United States District Court
for the District of Columbia
Washington, DC 20001

September 20, 2002

The Clerk's Office is now accepting applications for Director, Human Resources. Current employees of the office should indicate their interest by submitting the Clerk's Office Application for In-house positions form to the Personnel Office in room 1820 by noon September 30, 2002. No closing date has been set for receipt of applications from outside applicants.

DUTIES AND RESPONSIBILITIES

The Director, Human Resources reports to the Clerk of Court, and is responsible for the design, development and maintenance of personnel and pay administration for the Clerk's Office. The incumbent works directly with judges, their staffs and including court reporters, in all areas of personnel. The incumbent maintains regular contact with other federal, state and local courts, as well as other government agencies, with respect to new innovations in the area of human resource management. The incumbent is an integral part of various Court Committees created to promote and maintain a healthy, efficient, diverse and effective workforce.

MINIMUM QUALIFICATIONS

A minimum of six years of progressively responsible experience in at least one but preferably two or more functional areas of personnel management and administration (classification, staffing, employee relations, benefits, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of personnel administration. Individuals must also possess the ability to exercise mature judgment, and skill in dealing with others in person-to-person work relationships. Skill in the use of computers is essential. Applicants may substitute a master's degree in personnel or business administration, public or judicial administration or related discipline, or completion of a Juris Doctor degree for two years of specialized experience.

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BACKGROUND

The Clerk's Office for the U. S. District Court for the District of Columbia consists of approximately eighty-one employees who support 20 judicial officers and their staffs. The Director, Human Resources is part of the team of managers reporting directly to the Clerk of Court and has a personnel assistant responsible for processing the many and varied employee personnel actions. Positions are governed by the Court Personnel System and the Judiciary Salary Plan which is similar in pay to employees under Office of Personnel Management's General Schedule.

BENEFITS

Employees of the U.S. District Court are entitled to benefits which include the federal retirement system, health and life insurance programs, flexible spending plan, long term care program, transportation/parking benefits, paid holidays, annual and sick leave accrual, flex-time, pre-tax contributions for health care and dependant care expenses , and periodic salary increases.

CLASSIFICATION/SALARY

CL-28/29/30 (\$44,537 - \$101,742 PER ANNUM) - Starting salary commensurate with qualifications and experience. The position is subject to mandatory Electronic Funds Transfer for payment of net pay. The successful applicant is subject to a security, background, and financial screening. The court is not authorized to reimburse candidates for travel expenses.

APPLICATION PROCESS

Forward cover letter, detailed resume including salary history, and a writing sample to:

Clerk's Office
Attn: Valencia R. Pulley, HR Department (1820)
E. Barrett Prettyman U. S. Courthouse
333 Constitution Avenue, NW
Washington, DC 20001

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA
IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER